

MAINE STATE AQUARIUM JOB DESCRIPTIONS AND REQUIREMENTS

Seasonal Aquarium Educator

Job Description: The position for Aquarium Educator at the Maine State Aquarium is a seasonal, full-time position with a focus on public marine education and animal care support. Education staff will perform daily public presentations for guests, school groups, and recreational tour groups; oversee the operations of 2 touch-tank areas; develop and facilitate summer programs; assist with facilitation of overnight camp programs; supervise volunteers; participate in outreach events; lead public tours within the Department of Marine Resources Research Laboratory; open and close the aquarium facility including set-up and cleaning; and assist with exhibit collections and care. Some educators will be trained to relieve Admissions personnel in the gift shop during break periods. *

Availability:

- Applicants must be available to participate in mandatory training and begin at start of season (May).
- Applicants must be available to work a 5 day on, 2 day off schedule throughout season and be flexible to necessary scheduling changes. This will include weekends and occasional overnight work.
- Applicants must be able to commit to 40 hours a week (full-time, seasonal)
- Applicants must be available to work either a May-August or May-Oct schedule

Essential Functions:

- Enthusiastically represent MSA by displaying positive attitude, high levels of energy, and a commitment to high standards and job quality
- Educate all visiting parties about marine animals, habitats, fisheries, and resource research and management related to the Gulf of Maine and specific exhibit areas
- Maintain and enforce safety of all guests and marine animals as set forth in facility protocols
- Assist seasonal aquarist staff with maintenance and care of animal exhibits and specimens

Typical Duties:

- Following daily set-up, closing, and cleaning procedures
- Scheduling staff duties, programs, and presentation rotations as a team
- Developing and facilitating Summer Science Festival programs
- Performing daily extemporaneous narrations on animal specimens and other designated topics
- Supervising public interaction with touch tank specimens and answering guest questions
- Conducting public & group Lab Tours in the DMR Research facility
- Promoting programs and events and soliciting patronage
- Assisting with creation and upkeep of promotional signage and public informational panels
- Assisting with facilitation of overnight camp programs while ensuring safety of participants
- Participation in outreach events and activities, some requiring transport and set-up of portable touch tank and/or dressing up in costumes
- Maintaining exhibit information panels and viewing areas
- Maintaining clean, organized public areas including outside exhibit areas
- Supervising volunteer staff in the absence of Lead staff members or facility manager.
- Assisting with animal collections and exhibit care
- Communicating effectively and openly with all staff members
- Covering the gift shop/admissions register and conducting sales in the absence (during breaks) of admissions personnel

****Lead Position will require additional responsibilities and duties.***

Minimum requirements:

- Relevant college level coursework and/or degree (biological sciences, marine science, education, etc.)
- Relevant work or volunteer experience (preferably in an informal or formal education setting)
- Demonstration of ability to give positive & dynamic public presentations to diverse audiences
- Ability to work comfortably with and around children of various ages, often in large groups
- Must be comfortable with and able to handle aquarium specimens-including having to spend often long periods interacting with cold, saltwater
- Ability to handle and transport specimens, exhibit props and substrate, equipment and assist with field collections
- Ability to work with chemicals including cleaning supplies and animal medicines, as necessary
- Ability to work safely and comfortably in outdoor settings with variable conditions as well as indoor settings like classrooms and behind-the-scene areas that may be wet and/or slippery
- Able to perform functions of the job while meeting essential physical requirements, including:
 - *Ability to sit, stand, and/or walk for prolonged periods of time. Climbing may also be necessary in tank areas.*
 - *Ability to frequently lift and/or move up to 20 lbs and occasionally lift/and or move up to 50 lbs*

- *Ability to speak clearly, concisely, and effectively to co-workers and guests, often using mechanical devices such as voice projectors and/or microphones & speakers.*
- *Ability to work in an environment with moderate noise levels and clearly hear safety alarms, etc.*
- *Ability to see with acuity within 100 ft for safety reasons, particularly when in field or off-site settings*
- Demonstration of responsibility & self-initiative in settings with minimal direction
- Demonstration of positive coworker and supervisor relationships, including ability to handle work related issues
- Demonstration of positive customer service skills and customer conflict resolution
- Demonstration of leadership abilities and self-confidence with the ability to balance this within a team
- Demonstration of ability to handle fast-paced, stressful, and dynamic situations with confidence and flexibility
- Valid driving license and approved driving forms for off-site excursions and collections. Out-of-state applicants must be able to provide a copy of DMV records, at applicant expense.
- Current CPR & First Aid certification by start of employment
- Ability to be trained on sales register, admissions procedures, and proven reliability in these areas

For questions about this, please contact Aimee Hayden-Roderiques at aquarium@maine.gov or 207-633-9542